



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #22/04

June 11, 2004

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

A handwritten signature in dark ink, appearing to read "Jeanne Greene", is written over the word "FROM".

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Sexual Harassment Prevention Classes

As you know, current regulations require new employees to attend Sexual Harassment Prevention training within six months of being appointed to a state position. The class new employees are required to attend is, "Sexual Harassment Prevention for New Employees." The regulations also require all current employees to attend refresher training once every two years. This class is entitled, "Sexual Harassment Prevention - Revisited" on the Training Schedule.

We are in need of your assistance to ensure that each employee enrolls in the appropriate sexual harassment prevention class. The problem we are encountering is that permanent employees are utilizing all the openings intended for new employees. Employees who have worked for the State of Nevada for a year or more should enroll in the "Revisited" classes that started in January 2004, and repeat this class every two years. This will allow openings for new employees to enroll in "Sexual Harassment Prevention for New Employees".

We appreciate your help in directing employees in your agency to enroll in the appropriate class.

I would also like to again, thank all EEO Reps who volunteered and have been teaching some of the refresher classes in sexual harassment prevention. Your continuing assistance and support are truly appreciated.

JG:ss